

Chapter 02: Principal Officers

Deputy Secretary of State

A021001 **Files of the Deputy Secretary of State - Arrange by subject, country, correspondent, type of record or chronologically**

Description: Action memorandums, appointment books, briefing books, briefing memorandums, calendars, correspondence, daily notes and daily schedules, information memorandums, logs, memorandums, memorandums of conversation, notes, official-informal correspondence, reports, speeches (text and transcripts), statements, telegrams, testimony (text and transcripts), trip files, and other documentation on the activities, interests, plans, policies, and responsibilities of the Deputy Secretary.

Disposition: Permanent. Retire to RSC at the end of the Deputy Secretary's tenure or sooner if necessary. Block files of each Deputy Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-30, item 1

Chapter 02: Principal Officers

Office of Policy Planning Council**A022001 Director's Correspondence File - Arrange in chronological order**

Description: Action memorandums, Briefing memorandums, and Information memorandums to the Department's principals and other correspondence.

Disposition: At the beginning of a new administration: Retain the last 2 years of the old administration's files in the office and retire the rest to RSC. After 2 years, retire all of the old administration's files. Offer to the National Archives when 20 years old.

DispAuthNo: N1-59-89-17, item 1

A022002 Briefing Books

Description: Duplicate copies of briefing books prepared by the Secretariat Staff for the Secretary's visits to foreign countries.

Disposition: Destroy when no longer needed.

DispAuthNo: NR

A022003 Secretary's Open Forum

Description: This on-line information system contains data on individuals who participate in the Secretary's Open Forum lecture series.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 24

A022004 Open Forum Program - Subject File

Description: Annual reports, correspondence, papers, photographs, and telegrams on Open Forum elections, luncheons, meetings, speakers, and working groups.

Disposition: Permanent. Cut file off at end of calendar year. Retire to RSC when 2 years old. RSC transfer to WNRC after 5 years. Offer to NARA after 30 years.

DispAuthNo: N1-59-92-2, item 1

A022005 Open Forum Chairperson's Working File

Description: Extra copies of correspondence, memorandums, logs, and telegrams on Open Forum and Open Forum Options.

Disposition: Destroy when material is obsolete, updated or of no future value

DispAuthNo: N1-59-92-2, item 2

Chapter 02: Principal Officers

A022006a Open Forum Options

Description: a. Master set of publication "Open Forum Options" (formerly "Open Forum Journal")

Disposition: Permanent. Cut off at end of calendar year. Retire to RSC when 2 years old. RSC transfer to WNRC after 5 years. Offer to NARA after 30 years.

DispAuthNo: N1-59-92-2, item 3a

A022006b(1) Open Forum Options

Description: b. Articles for Open Forum Options.

Background information, draft articles, and notes.

(1) Articles that have been published.

Disposition: Destroy after 3 months.

DispAuthNo: N1-59-92-2, item 3b (1)

A022006b(2) Open Forum Options

Description: b. Articles for Open Forum Options.

Background information, draft articles, and notes.

(2) Articles that are being held for possible publication in future issues.

Disposition: Block by year. Review annually. See 3b(3)

DispAuthNo: N1-59-92-2, item 3b(2)

A022006b(3) Open Forum Options

Description: b. Articles for Open Forum Options.

Background information, draft articles, and notes.

(3) Articles that have been rejected and will never be published.

Disposition: Destroy 3 months after date of rejection.

DispAuthNo: N1-59-92-2, item 3b(3)

Chapter 02: Principal Officers

A022007 Open Forum Speakers - Case File

Description: Biographic information, chairperson remarks, copies of correspondence, Department Notices, invitations, memorandums, newspaper articles, notes relating to the substance of a speech, press releases, schedules, and speeches on foreign policy by well known analysts, consultants, and experts; material provided by the speaker; and photographs.

Disposition: Block annually. Destroy after 3 years.

DispAuthNo: N1-59-92-2, item 4

A022008 Open Forum Chronological File

Description: Correspondence, memorandums, telegrams, notices and other material. (Record copies are incorporated into other series of records.)

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-92-2, item 5

Under Secretary for Economic Affairs-Front Office**A023001 Under Secretary for Economic, Business, and Agricultural Affairs Files**

Description: Action memorandums, briefing memorandums, correspondence, memorandums, memorandums of conversation, minutes of meetings, notes, prepared statements and testimony, reports, schedules, speeches, telegrams, special assistants' files, and other documentation on the activities, plans, and policies of the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-7, item 1

Chapter 02: Principal Officers

Under Secretary for Econ. Affairs-Coordinator for Business Affairs**A023101 Business Organization Files**

Description: Documents reflect public relations activities with such business organizations as the U.S. Chamber of Commerce, the Business Council on International Understanding and the Executive Council on Foreign Diplomats. Included are meetings with Department principles, briefing memos, speaking engagements and invitations, proposed agendas for meetings or conferences, executive summaries, talking points, requests for information or publications and other items of interest concerning industry/business programs.

Disposition: Destroy when 5 years old or when no longer needed whichever is sooner.

DispAuthNo: N1-59-94-20, item 1

A023102 Foreign Commerical Service (FCS) Files - Arranged by country and subject

Description: Documents reflect the Department's responsibilities for the coordination and oversight of commerical programs with the Foreign Commercial Service (FCS) of the Department of Commerce. Included are U.S. business opportunities, business conferences, assistance and support to U.S. firms, foreign investment climate, trade and development program projects, bank lending policies, expo information, trade and export promotion, exploration and identification of potential events for the future, promotion of U.S. trade and foreign assistance development, investment and private enterprise, Interagency Working Group on Private Sector Development, investment initiatives and profiles, commercial activities reports, awards of contracts, foreign buyers program issues, legislation, reports on unfair foreign competition practices, U.S. efforts to combat corruption, U.S. business and economic interest, Trade Promotion Coordinating Committee participation, meetings, background papers, and related correspondence.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-94-20, item 2

Chapter 02: Principal Officers

Office of Equal Employment Opportunity and Civil Rights**A024001 Official Discrimination Complaint Case Files**

Description: Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.

Disposition: Destroy 4 years after resolution of case.

DispAuthNo: GRS 1, item 25a

A024002 Copies of Complaint Case Files

Description: Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.

Disposition: Destroy 1 year after resolution of case.

DispAuthNo: GRS 1, item 25b

A024003 Background Files

Description: Background records not filed in the Official Discrimination Complaint Case Files.

Disposition: Destroy 2 years after final resolution of case.

DispAuthNo: GRS 1, item 25c

A024004a Compliance Records

Description: a. Compliance Review Files. Reviews, background papers and correspondence relating to contractor employment practices.

Disposition: Destroy when 7 years old.

DispAuthNo: GRS 1, item 25d(1)

A024004b Compliance Records

Description: b. EEO Compliance Reports

Disposition: Destroy when 3 years old.

DispAuthNo: GRS 1, item 25d(2)

A024005 Employee Housing Requests

Description: Forms requesting agency assistance in housing matters, such as rental or purchase.

Disposition: Destroy when 1 year old.

DispAuthNo: GRS 1, item 25e

U.S. Department of State Records Disposition Schedule**April 1, 1999****Chapter 02: Principal Officers**

A024006 Employment Statistics Files**Description:** Employment statistics relating to race and sex.**Disposition:** Destroy when 5 years old.**DispAuthNo:** GRS 1, item 25f

A024007 EEO General Files**Description:** General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports.**Disposition:** Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.**DispAuthNo:** GRS 1, 25g

A024008a EEO Affirmative Action Plans (AAP)**Description:** a. Agency copy of consolidated AAP(s).**Disposition:** Destroy 5 years from date of plan.**DispAuthNo:** GRS 1, item 25h(1)

A024008b EEO Affirmative Action Plans (AAP)**Description:** b. Agency feeder plan to consolidate AAP(s).**Disposition:** Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.**DispAuthNo:** GRS 1, item 25h(2)

A024008c EEO Affirmative Action Plans (AAP)**Description:** c. Report of on-site reviews of Affirmative Action Programs.**Disposition:** Destroy 5 years from date of report.**DispAuthNo:** GRS 1, item 25h(3)

A024008d EEO Affirmative Action Plans (AAP)**Description:** d. Agency copy of annual report of Affirmative Action accomplishments.**Disposition:** Destroy 5 years from date of report.**DispAuthNo:** GRS 1, item 25h(4)

Chapter 02: Principal Officers

Under Secretary for Political Affairs**A025001 Subject File - Arrange by TAGS and Terms**

Description: Action memorandums, briefing material, briefing memorandums, correspondence, drafts, meeting agendas, memorandums, memorandums of conversation, notes, prepared statements, reports, telegrams, testimony, and other documentation on the activities and responsibilities of the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-4, item 1

A025002 Chronological File - Arrange chronologically by date

Description: Correspondence, memorandums, memorandums of conversation, reports, situation reports, telegrams, and other documentation on the activities and responsibilities of the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-4, item 2

A025003 Speech and Testimony File - Arrange chronologically

Description: Speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-4, item 3

A025004 Appointment Books, Calendars, and Logs

Description: Appointment books, calendars, and logs of telephone calls and visitors maintained by the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block records of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-4, item 4

Chapter 02: Principal Officers

Under Secretary for Management-Front Office**A026001 Management Correspondence Files**

Description: Consist of policy and procedural files of the Under Secretary for Management. Contains memorandums, reports and correspondence relating to management of the Department of State.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC for transfer to WNRC. Transfer to the National Archives in 5 year blocks when 30 years old.

DispAuthNo: N1-59-88-23, item 1

Chapter 02: Principal Officers

Under Secretary for Management-General**A026101a General Subject Files**

Description: a. Management Operations Policy File. Includes memorandums, correspondence telegrams, position papers, and reports providing recommendations on the organization and management of the Department of State and the Foreign Service to effectively improve its role in the development and execution of foreign policy. Includes involvement in Conferences, Working Groups, Task Forces, etc. in formulating and implementing policy programs.

Disposition: Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 30 years old in 5 year blocks.

DispAuthNo: NC1-59-84-4, item 1a

A026101b General Subject Files

Description: b. Budgetary Planning. Consists of correspondence, memorandums, fiscal data, and reports on budgetary planning and policy goals of Department bureaus and overseas posts. (Excludes records covered by Chapter 5).

Disposition: Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 30 years old in 5 year blocks.

DispAuthNo: NC1-59-84-4, item 1b

A026101c General Subject Files

Description: c. Staffing Needs. Includes correspondence, memorandums telegrams, and inspection reports on personnel planning to improve the operations of the Department and overseas posts. Covers guidelines for personnel reductions and resource needs.

Disposition: Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 30 years old in 5 year blocks.

DispAuthNo: NC1-59-84-4, item 1c

A026102 Overseas Presence of the United States (OPUS I and OPUS II)

Description: An automated system used to track and monitor U.S. Government agency positions overseas, excluding those not under the authority of the Chief of Mission.

Disposition: Destroy information when obsolete or no longer needed.

DispAuthNo: N1-59-88-10, item 1

U.S. Department of State Records Disposition Schedule***April 1, 1999******Chapter 02: Principal Officers***

A026103 Post Profile System

Description: An automated system used to produce profiles of Foreign Service posts overseas, as well as country, regional or world profiles, used for management policy and planning purposes, trend reporting, etc.

Disposition: Destroy when information is obsolete or no longer needed.

DispAuthNo: N1-59-88-12, item 1

A026104 Position Control System (PCS)

Description: An automated system used to track and monitor State Department American full-time positions, both domestic and overseas.

Disposition: Destroy when information is obsolete or no longer needed.

DispAuthNo: N1-59-88-11, item 1

Chapter 02: Principal Officers

Under Secretary for Management-Committee Control**A026201a Control Files relating to Departmental Committees and Subcommittees thereof****Description:** a. Committee Data Sheet**Disposition:** Permanent.**DispAuthNo:** NN-170-78, item 1a

A026201b Control Files relating to Departmental Committees and Subcommittees thereof**Description:** b. All other records.**Disposition:** Destroy on termination of committee.**DispAuthNo:** N1-170-78, item 1b

A026202a Control Files relating to Interdepartmental Committees and Subcommittees thereof**Description:** a. Committee Data Sheet.**Disposition:** Permanent.**DispAuthNo:** NN-170-78, item 2a

A026202b Control Files relating to Interdepartmental Committees and Subcommittees thereof**Description:** b. All other records.**Disposition:** Permanent.**DispAuthNo:** NN-170-78, item 2b

A026203 Control Files relating to Advisory Committees and Subcommittees thereof**Description:** Control Files relating to Advisory Committees and Subcommittees thereof.**Disposition:** Permanent.**DispAuthNo:** NN-170-78, item 3

A026204 Committee Affiliation Records**Description:** Consists of Committee Data Sheet and any official substantive papers authorized by Departmental representatives which are not a part of another Departmental official file.**Disposition:** Permanent.**DispAuthNo:** NN-170-78, item 4

U.S. Department of State Records Disposition Schedule

April 1, 1999

Chapter 02: Principal Officers

A026205 Policy and Reports File

Description: Consists of administrative policy correspondence and interalia reports to the Bureau of the Budget.

Disposition: Permanent.

DispAuthNo: NN-170-78, item 5

Chapter 02: Principal Officers

Under Secretary for Management-White House Liaison**A026301 General Personnel File - Arranged alphabetically**

Description: Files on individuals who have applied for positions with the State Department and were not hired. Includes resumes, correspondence, memorandums, biographic information, letters of recommendations, etc.

Disposition: Destroy after change of Administration.

DispAuthNo: N1-59-93-25, item 1

A026302 Political Appointee Briefing Books

Description: General information on political appointees, i.e. organization charts, procedures, notes on potential appointees, White House comments, etc.

Disposition: Destroy after change of Administration.

DispAuthNo: N1-59-93-25, item 2

A026303 Memorandums to the President

Description: Duplicates of memorandums to the President recommending political appointees. Includes outgoing memorandum to the White House and incoming from the White House with approval or disapproval and notes regarding the recommendations.

Disposition: Destroy after change of Administration.

DispAuthNo: N1-59-93-25, item 3

A026304 United Nations - Political Appointees

Description: Files on political appointees to the United Nations and Councils. Contains copies of recommendations for appointments, biographic information, resumes, and any other information pertaining to the appointee.

Disposition: Destroy after change of Administration.

DispAuthNo: N1-59-93-25, item 4

A026305 Speechwriters

Description: Resumes submitted by the White House on individuals interested in positions as speechwriters.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-25, item 5

Chapter 02: Principal Officers

A026306 Presidential Boards and Commissions

Description: Appointments by the Secretary of State for Presidential Boards and Commissions. Contains copies of memorandums of appointments, recommendations, resumes, etc.

Disposition: Destroy upon change of Administration.

DispAuthNo: N1-59-93-25, item 6

A026307 Ambassadors Nomination Package

Description: Copies of documents concerning nominations for ambassadors arranged alphabetically. Contains internal memorandums, White House correspondence, biographic information, nomination paperwork, background information, etc.

Disposition: Destroy upon change of Administration.

DispAuthNo: N1-59-93-25, item 7

A026308 Current Ambassadors

Description: Copies of documents on current ambassadors containing information on appointments, committee hearings, press releases, biographic information, newspaper articles, memorandums of approval from the White House, etc. Files are arranged (1) alphabetically and (2) by country.

Disposition: Destroy upon change of Administration.

DispAuthNo: N1-59-93-25, item 8

A026309 Resignation of Ambassadors

Description: Files on resignation of ambassadors during the current Administration. Contains copies of the letter of resignation.

Disposition: Destroy upon change of Administration.

DispAuthNo: N1-59-93-25, item 9

A026310 Senior Executive Service (SES)

Description: Printout of database of individuals in the SES containing name of person, date promoted, office, date left office, etc.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-25, item 10

U.S. Department of State Records Disposition Schedule***April 1, 1999******Chapter 02: Principal Officers***

A026311 Schedule C, Non-Career SES Appointments

Description: Notebooks and files on all Schedule C and Non-Career SES appointments in the State Department. Contains copy of resumes, memorandum of recommendation, position description, copy of SF-171, copy of financial disclosures, etc.

Disposition: Destroy upon change of Administration.

DispAuthNo: N1-59-93-25, item 11

A026312 Presidential Delegation File

Description: Files on individuals appointed to Presidential Delegations. Contains biographic information, resumes, application for position, financial disclosures, notes and related documentation.

Disposition: Destroy upon change of Administration.

DispAuthNo: N1-59-93-25, item 12

Chapter 02: Principal Officers

Under Secretary for Mgt.-Moscow Embassy Bldg. Control Office**A026401 Alphabetical Subject Files**

Description: Correspondence, memorandums, reports, telegrams, briefing materials, and other documentation relating to the construction of the Moscow building, relations with contractors, and efforts of Soviets to compromise its security.

Disposition: Permanent. Retire to the RSC when no longer needed for current operations or at the conclusion of the project for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-17, item 1

A026402 Studies Files

Description: Studies of all aspects of the construction of the Moscow embassy building. Includes special studies of the Soviet effort to penetrate the embassy building and American counter-measure.

Disposition: Permanent. Retire to the RSC when no longer needed for current operations or at the conclusion of the project for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-17, item 2

A026403 Chronological Files

Description: Extra copies of outgoing communications of all types, arranged chronologically without regard to the subject. The record copy of the communications is filed elsewhere by subject or case.

Disposition: Destroy when 1 year old or sooner.

DispAuthNo: N1-59-93-17, item 3

A026404 Shipping Files

Description: Files documenting the shipment of supplies and equipment to Moscow for use in the building. Purchase orders, requisitions, packing orders, packing lists, notifications of shipment, copies of invoices, and correspondence.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-17, item 4

Chapter 02: Principal Officers

A026405 Contractor Files - Arranged by name of contractor

Description: Correspondence, copies of contracts, invoices, receipts for payments for services and FAXes relating to activities of contractors involved in construction of the Moscow embassy building. (Excludes files on contractors maintained in the Alphabetical Subject Files.)

Disposition: Destroy 3 years after date of completion of contract.

DispAuthNo: N1-59-93-17, item 5

A026406 Architectural and Engineering Drawings and Plans

Description: Master files of architectural and engineering drawings.

Disposition: Permanent. Retire to the RSC when no longer needed for current operations or at the conclusion of the project for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-17, item 6

A026407 Slides and Videotapes

Description: Slides and videotapes documenting the construction of the Moscow embassy building and examination of the Soviet effort at penetration.

Disposition: Permanent. Retire to the RSC when no longer needed for current operations or at the conclusion of the project for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-17, item 7

Chapter 02: Principal Officers

Office of Management, Policy and Planning**A027001 Mission Program Plans - Arrange by country**

Description: Master files reflect 5-year projections for the accomplishment of post goals and objectives. Included are action plans, support summaries, resource tables, post reporting plans, feedback cables and mission summaries drafted by the bureaus.

Disposition: Permanent. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-97-2, item 1

A027002 Bureau Program Plans - Arrange by functional and geographic bureau

Description: Master files reflect 5-year projections for the accomplishment of goals and objectives. Included are plans assessments, planning framework, program issue papers, actions plans and resource projections.

Disposition: Permanent. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-97-2, item 2

Chapter 02: Principal Officers

Under Secretary for Arms Control and International Security Affairs**A028001 Subject File - Arrange by TAGS and Terms**

Description: Action memorandums, briefing memorandums, correspondence, drafts, information memorandums, logs, meeting agendas and minutes, memorandums of conversation, minutes, prepared statements, reports, telegrams, and other documentation on communications, nuclear non-proliferation, security assistance, technology, and trips.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-90-22, item 1

A028002 Country File - Arrange by country names

Description: Action memorandums, briefing memorandums, correspondence, drafts, information memorandums, memorandums, reports, telegrams, and other documentation on communications, security assistance, science, space affairs, and technology.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-90-22, item 2

A028003 Chronological File

Description: Action memorandums, briefing memorandums, correspondence, information memorandums, memorandums of conversation, reports, and other documentation on communications, nuclear non-proliferation, science, security assistance, space affairs, and technology.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old

DispAuthNo: N1-59-90-22, item 3

Chapter 02: Principal Officers

Coordinator for Counterterrorism**A029001A Coordinator for Counterterrorism - Chronological Files**

Description: Copies of all outgoing correspondence for the counter terrorism program.

a. Official Files.

Disposition: Permanent. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-96-11, item 1a

A029001b Coordinator for Counterterrorism - Chronological Files

Description: Copies of all outgoing correspondence for the counter terrorism program.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-96-11, item 1b

A029002a Program Files

Description: Records relating to the U.S. counterterrorism program and related activities. Records are under the following categories:

- Subject (general) files: Records on various general subjects and office-generated reports pertaining to the overall counterterrorism program
- Incident Files: Records relating to specific terrorist attacks and incidents;
- Group Files: Records about specific terrorist groups or individuals;
- Country Files: Records relating to terrorism and counterterrorism in various countries
- Special Projects and Programs on counterterrorism

These files include telegrams, airgrams, memorandums, reports, correspondence, agendas, minutes of meetings, background material, briefing materials, briefing books, "official-informal" correspondence, notes, chits, drafts, speeches and statements, clippings, legal documents, and publications.

a. Official Files

Disposition: Permanent. Retire to RSC as space requires and frequency of use dictate for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-96-11, item 2a

Chapter 02: Principal Officers

A029002b Program Files

Description: Records relating to the U.S. counterterrorism program and related activities. Records are under the following categories:

- Subject (general) files: Records on various general subjects and office-generated reports pertaining to the overall counterterrorism program
- Incident Files: Records relating to specific terrorist attacks and incidents;
- Group Files: Records about specific terrorist groups or individuals;
- Country Files: Records relating to terrorism and counterterrorism in various countries
- Special Projects and Programs on counterterrorism

These files include telegrams, airgrams, memorandums, reports, correspondence, agendas, minutes of meetings, background material, briefing materials, briefing books, "official-informal" correspondence, notes, chits, drafts, speeches and statements, clippings, legal documents, and publications.

- b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-96-11, item 2b

A029003a Research and Development Files

Description: Background material, reference materials, technical reports and papers, testimony on research and development of counterterrorism products and programs.

- a. Official Files.

Disposition: Permanent. Retire when 10 years old to the RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-96-11, item 3a

A029003b Research and Development Files

Description: Background material, reference materials, technical reports and papers, testimony on research and development of counterterrorism products and programs.

- b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-96-11, item 3b

Chapter 02: Principal Officers

A029004a Legislation on Terrorism related Issues

Description: Information maintained on Congressional Legislative History and Executive Branch Position on the antiterrorism program. Contains background material, congressional correspondence, cables, memoranda, testimonies, speeches, analysis, questions and answers, position papers, talking points on issues and concerns on counter terrorism, hostages, specific incidents and overall terrorism program.

a. Official Files.

Disposition: Permanent. Retire when 10 years old to the RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-96-11, item 4a

A029004b Legislation on Terrorism related Issues

Description: Information maintained on Congressional Legislative History and Executive Branch Position on the antiterrorism program. Contains background material, congressional correspondence, cables, memoranda, testimonies, speeches, analysis, questions and answers, position papers, talking points on issues and concerns on counter terrorism, hostages, specific incidents and overall terrorism program.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-96-11, item 4b

A029005a Foreign Terrorist Organization (FTO) Designation Files

Description: Records arranged by terrorist organizations that include background material, cables, e-mail, clippings, evidence, and biannual report.

a. Official Files.

Disposition: Permanent. Retire when 5 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-96-11, item 5a

A029005b Foreign Terrorist Organization (FTO) Designation Files

Description: Records arranged by terrorist organizations that include background material, cables, e-mail, clippings, evidence, and biannual report.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-96-11, item 5b

Chapter 02: Principal Officers

A029006a Publications

Description: Reports and publications, such as Patterns of Global Terrorism, issued under the imprimatur of the Coordinator for Counterterrorism and predecessor and successor offices.

a. Master set.

Disposition: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-96-11, item 6a

A029006b Publications

Description: Reports and publications, such as Patterns of Global Terrorism, issued under the imprimatur of the Coordinator for Counterterrorism and predecessor and successor offices.

b. All other copies, electronic or paper, used for dissemination, revision, or updating.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.

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